

MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Date Posted: 10/13/2020
Application Deadline: 10/27/2020
Job Post ID: 13217
Job Title: Historic Preservation Specialist / Intermediate Historic Preservation Specialist / Senior Historic Preservation Specialist
Min Monthly Salary: \$3,308.00 / \$3,675.00 / \$4,088.00
Number Positions: 1
Location: 601 W. Main, Jefferson City, MO
District/Division: Central Office / Design Division
Human Resources Contact Number: 573-751-2923

Notice: Although a remote work location and/or teleworking may be considered, the selected candidate is required to report to their work location as needed and at least 50% of the time. The deadline to apply for this position is October 27, 2020, at 11:55 p.m.

Waiver of minimum requirements may be considered.

Remote work location and/or teleworking will be considered for this position.

General Summary:

--- Historic Preservation Specialist ---

The historic preservation specialist performs routine entry-level activities involving background research prior to fieldwork for jobs, conducting archaeological fieldwork to identify, test, and mitigate archaeological sites, and completing initial field documentation of architectural resources and bridges. This position also conducts field and background survey work to locate, test, evaluate, excavate, and salvage archaeological sites. Responsibilities are performed under direct supervision.

--- Intermediate Historic Preservation Specialist ---

The intermediate historic preservation specialist performs varied and moderately complex activities involving scientific investigations of cultural resources, writing reports and memoranda, processing field data, addressing impacts of proposed transportation projects. Responsibilities are performed under moderate supervision.

--- Senior Historic Preservation Specialist ---

The senior historic preservation specialist performs varied and complex activities with regard to conducting and/or leading both scientific field, laboratory studies, and historic preservation studies to interpret and mitigate adverse impacts that lie within proposed highway projects in compliance with federal laws and regulations. Responsibilities are performed under general supervision.

Minimum/Required Qualifications:

--- Historic Preservation Specialist ---

Bachelor's Degree: Historic Preservation, Archaeology, Anthropology, or related field.

Successful completion of a range of motion examination and a medical-physical examination.

--- Intermediate Historic Preservation Specialist ---

Bachelor's Degree: Historic Preservation, Archaeology, Anthropology, or related field.

Two years experience in research, writing, interpretation, or other demonstrable professional activities related to historic resources, archaeological and field studies with an academic institution, historical organization or agency, museum, or other professional institution or public agency.

Successful completion of a range of motion examination and a medical-physical examination.

--- Senior Historic Preservation Specialist ---

Bachelor's Degree: Historic Preservation, Archaeology, Anthropology, or related field.

Four years experience in research, writing, interpretation, or other demonstrable professional activities related to historic resources, archaeological and field studies with an academic institution, historical organization or agency, museum, or other professional institution or public agency.

Successful completion of a range of motion examination and a medical-physical examination.

Supervisory Responsibilities:

--- Historic Preservation Specialist ---

None

--- Intermediate Historic Preservation Specialist ---

None

--- Senior Historic Preservation Specialist ---

Lead Worker Only

Special Working Conditions/Job Characteristics:

--- Historic Preservation Specialist ---

Job requires regular, statewide, overnight travel.

Job requires moderate physical activity.

Job requires exposure to moderately adverse and undesirable environmental conditions.

Job may require operation of vehicles to plow snow and spread ice control materials.

The ideal candidate is someone who meets the Secretary of the Interior's Professional Qualifications Standards for conducting archaeological investigations, and has demonstrated the ability to:

Perform/juggle varied & complex historic preservation studies to identify historic properties.

Assess and document the effects of an undertaking upon historic properties

Successfully communicate with Federal & State agencies, tribes, communities, and the public.

Develop measures to mitigate adverse effects to these properties in compliance with federal laws and regulations.

--- Intermediate Historic Preservation Specialist ---

Job requires occasional, statewide, overnight travel.

Job requires moderate physical activity.

Job requires exposure to moderately adverse and undesirable environmental conditions.

Job may require operation of vehicles to plow snow and spread ice control materials.

--- Senior Historic Preservation Specialist ---

Job requires occasional, statewide and out-of-state, overnight travel.

Job requires moderate physical activity.

Job requires exposure to moderately adverse and undesirable environmental conditions.

Job may require operation of vehicles to plow snow and spread ice control materials.

Examples of Work:

--- Historic Preservation Specialist ---

- Conducts background research to identify previously recorded cultural resources in project area prior to fieldwork.
- Assists with archaeological investigations in proposed project areas, including Phase I (identification), Phase II (assessment), and Phase III (data recovery/salvage).
- Processes field data to assist the archaeology assistant and laboratory staff in analysis and report production, including completion of field documentation and preparation of artifacts for analysis and curation.
- Photographs architectural resources in project areas for review by the bridge coordinator and architectural historian.

- Creates, maintains, and tracks artifact databases, develops queries, and assists in preparing technical reports.
- May direct crews during Phase I surveys and Phase II testing of archaeological sites, and may serve as project leader for cultural resource investigations, including field crew direction and report production.
- Performs other responsibilities as required or assigned.

--- Intermediate Historic Preservation Specialist ---

- Assists with field investigations and analysis regarding architectural history, historic bridges, or other studies of historically significant resources.
- Evaluates projects for historic resource impacts and compliance with state, federal and organizational guidelines; presents information to department staff through frequent and regular communications; and makes recommendations regarding the need to avoid or minimize historic resource impacts, or develop compensatory mitigation plans.
- Classifies scientific field data, assists with the cleaning, marking and identifying of artifacts, and assists in preparing the data for curation.
- Prepares, edits, and reviews internal reports, correspondence, and graphic materials as it relates to historic resource and/or archaeologist regulations and requirements; follows up on permit requests as assigned.
- May direct crews during Phase I surveys and Phase II testing of archaeological sites, and may serve as project leader for cultural resource investigations, including field crew direction and report production.
- Obtains information from historic preservation staff and district personnel to develop, write, and edit technical reports in accordance with department policies and practices for approval by the Federal Highway Administration and other agencies.
- Researches topics concerning federal or state legislation, regulatory agency guidance, and performs literature or computer searches on various historic preservation topics; provides technical assistance in understanding and complying with state, federal and organizational standards and regulations and participates on project core teams.
- Prepares maps of sites, artifact illustrations and photography, graphic layout and paste-up, map editing, and other technical aspects of report preparation.
- Performs other responsibilities as required or assigned.

--- Senior Historic Preservation Specialist ---

- Evaluates projects for historical and archaeological resource impacts and compliance with state, federal and organizational guidelines; presents information to department staff through frequent and regular communications; makes recommendations regarding the need to avoid or minimize adverse impacts, or develop compensatory mitigation plans.
- Prepares, edits, and reviews internal reports, correspondence, and graphic materials as it relates to historical and archaeological resource regulations, requirements, or other preservation issues; follows up on permit requests as assigned; prepares resource related information and materials for public hearings.
- Obtains information from preservation staff and district personnel to develop, write, and edit technical reports in accordance with department policies and practices for approval by the Federal Highway Administration and other agencies.
- Conducts field investigations and analysis regarding architectural history, historic bridges, or other studies of historically significant resources.
- Prepares technical reports for inclusion in historic preservation or environmental documents in accordance with federal requirements and department policies.
- Researches topics concerning federal or state legislation, regulatory agency guidance, and performs literature computer searches on various preservation topics; provides technical assistance in understanding and complying with state, federal and organizational preservation standards and regulations; participates on project core teams.
- Prepares formal Memorandum of Agreement for archaeological and historical properties adversely affected by the proposed action for execution by the department, Federal Highway Administration, Missouri State Historic Preservation Officer, and Advisory Council on Historic Preservation.
- Develops mitigation agreements and memoranda of understanding with resource agencies.
- Serves as expert and represents the department's cultural resource activities both internally and externally.
- Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- Performs other responsibilities as required or assigned.

In order to be considered for this vacancy please go to the Missouri Department of Transportation [Employment Application System \(EAS\)](#) and submit an on-line application. Applications, and if applicable transcripts, must be received by no later than 11:55 pm of the closing date listed on the advertised vacancy.

MoDOT is primarily conducting telephone interviews due to social distancing requirements at this time. For applicants being interviewed who are hearing or speech impaired and need assistance, we will coordinate with the Missouri Relay System.

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V

MoDOT does not hire individuals with F-1 OPT visas into full-time or permanent part-time positions and MoDOT does not sponsor applicants for work visas.